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**From:** Tasnif-abbasi, Maryam@DTSC [Maryam.Tasnif-abbasi@dtsc.ca.gov]  
**Sent:** 5/5/2016 3:47:04 PM  
**To:** Armann, Steve [Armann.Steve@epa.gov]; Lofstrom, Dot@DTSC [Dot.Lofstrom@dtsc.ca.gov]; Galaviz, Vanessa@OEHHA [Vanessa.Galaviz@oehha.ca.gov]; Mascarenas, Ana@DTSC [Ana.Mascarenas@dtsc.ca.gov]; Jeng, Cy@DTSC [Cy.Jeng@dtsc.ca.gov]; Wilson, Patrick [Wilson.Patrick@epa.gov]; Garcia, Peter@DTSC [Peter.Garcia@dtsc.ca.gov]; Reese, Timothy@DTSC [Timothy.Reese@dtsc.ca.gov]; Neal, Greg@DTSC [Greg.Neal@dtsc.ca.gov]; Lear, Stacey@DTSC [Stacey.Lear@dtsc.ca.gov]; 'svr1@cdc.gov' [svr1@cdc.gov]; Vianu, Libby [Vianu.Libby@epa.gov]  
**CC:** Akula, Maya@DTSC [Maya.Akula@dtsc.ca.gov]; Bowen, Patrice@DTSC [Patrice.Bowen@dtsc.ca.gov]  
**Subject:** RE: Riverside Ag Park off Site Evaluation Work Group - Weekly Call

Good Morning! One of the topics of discussion for today will be the agenda for the first WG meeting on June 8<sup>th</sup>. Here are my very first thoughts, completely un-vetted, just to help begin the discussion:

1. Welcome
  - a. Thank you's
  - b. Overview of who's there; members, stakeholders, regulatory agencies and general role
  - c. Purpose of Work Group – discuss in scope and out of scope items
  - d. Goal of first meeting: Introductions to members, defining roles, responsibilities and purpose of WG, provide project overview such that everyone is on the same page, establishing rules of conduct.
  - e. Assignment of time-keeper (community member)
  - f. Meeting rules – facilitator role, time keeping, when to comment, when to ask questions, being respectful, things that will cause meeting to be closed
  - g. Provide method for minute taking, responding to questions that cannot be answered during the meeting, and how to address out of scope topics that are of high interest
  - h. Agenda for today's meeting
2. Individual introductions, members first – name, organizational affiliation, why attending, contribution to WG expectations of WG
3. Roles and responsibilities
4. Where to access site documents on line (live demo, if possible)
5. Communication method for WG members
6. Overview/history of Ag Park On-site
  - i. Site history
  - j. DTSC involvement
  - k. Recent activities since September 2015
  - l. Update on current work and schedule
7. Overview of plans for Off-site
  - m. AQMD Model
  - n. Establishing background concentrations
8. ATSDR update

9. Action items for next month with schedule and responsible person assigned
10. Close

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